

**Department of Natural Resources
Incident Business Operating Guidelines
Northeast Region
2010**

These guidelines are provided to support Incident Management Team operations and to provide consistency in incident business management operations throughout the incident. Deviation from these guidelines will be negotiated with the Incident Business Advisor or Agency Administrator prior to use of a different procedure or guideline.

Incident Business Advisor

The Incident Agency Assistant Region Manager, Business and Operations, **Pam Adams, (work phone (509) 684-7474; home phone (509) 684-6206; DNR cell phone (509) 680-6082; personal cell phone (509) 690-7359)** is the delegated Incident Business Advisor (IBA) for the Incident Agency. During the IBA's absence, any of the following is delegated IBA responsibilities:

<u>Name</u>	<u>Position</u>	<u>Work Phone #</u>	<u>Home Phone #</u>	<u>Cell Phone#</u>
Suzanne Thome	Financial Analyst	(509) 684-7474	(509) 935-7373	(509)936-3871
Jill Jones	Nat. Res. Coord.	(509) 685-6902	(509) 722-5416	(509)680-1010

An off-unit IBA may be called in to assist during period of excessive fire activity.

The focus of the IBA is a liaison between the Agency Administrator and the Incident Management Team (IMT). The IBA will make visits to any established incident facility to facilitate communication and successful incident business practices.

The IBA will provide all incident support activities with telephone number(s) to ensure 24-hour service for any business management assistance.

Transition to IMT from Region

A quality briefing and transition between the team and counterpart positions of the region T3 team should occur to ensure complete documentation and sharing of details of transactions that occurred prior to IMT arrival. Region T3 team can be used to bring initial attack (IA) record keeping current and for the time needed to ensure a quality transition before release back to Region. In most cases, Region T3 team Time Unit will not have computers to complete any I-suite entries until the Type 2 or 1 team arrives. Region T3 team Time Unit will be collecting information and hard copies of forms and contracts so that entries can be started upon arrival of the team. In times of short region resources, the release of the Region T3 team may be required by the IBA before all IA records are current. In this case the IMT will complete all IA documents. The IMT needs to ensure the region T3 team personnel are rested at the 2:1 ratio before being released to travel.

Organization and Communications

Names of the individuals responsible for counterpart activities on the incident are to be provided to the IBA for contact purposes during the course of the incident.

As a minimum, the Finance/Administration Section Chief (FSC) and the IBA will establish a set time for daily communications for information exchange and to report current progress of incident business management operations. The FSC should review the attached Agency Specific Clarification* chart for Region 6 fire agencies differences in fiscal issues.

The Finance Section should communicate with the Logistics Section Chief (Supply Unit, DNR Mechanic, etc.) and Expanded Dispatch throughout the incident to facilitate acquisition needs, proper record keeping, as well as property tracking.

The FSC should contact the IBA after the IMT has been notified of release and before demobilization from the incident to ensure all transitioned financial processes have been finalized, and to check on the state and condition of payments processed by the Finance Section. All financial documents must be hand delivered to the IBA or designee prior to IMT release.

Cost Containment and Documentation

Costs are to be closely monitored and need to be appropriate to the complexity of the incident. More detail is available in the delegation of authority received from the agency administrator.

Incident Management Teams will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made by the Incident Management Team that increased or decreased the overall cost of the incident. Auditors are looking at the documentation, so be specific. For example, **if** a lowboy is not needed, release it. The contractor may leave it on site if they want, but do not pay to keep it there unless we really need it for incident use. Also, a piece of equipment has completed a shift and is held over to the next morning and then released. When this occurs, a half **to a whole** shift is being paid for traveling home even if the point of hire is a short distance away. **The Plans Section Chief (PSC)** should work with FSC to ensure resources are released with the minimum cost impact.

The documentation of strategic decisions will be presented to the Agency Administrator at the Incident Management Team close out. A copy will be put in the financial records box and an email copy sent to **Jane.Seymore@dnr.wa.gov**.

State Mobilization Resources

An emergency mobilization is assistance to the local fire district jurisdiction that has expended all local and mutual aid resources in protecting improved property. All structural protection resources must be ordered through the Washington State Patrol, Fire Protection Bureau. The WSP, FPB will process all payments for resources ordered by the State Mobilization (**MOBE**). Copies, clearly marked, of all MOBE pay documents should be included in the Region box. This is to ensure OT is paid after 40 hours in the pay period and to eliminate duplicate payments. The IBA for State Mobilization resources is Dan Johnson (360) 596-3913.

Due to pay processing issues in HRMS, resources should not be moved from one agency to another. If absolutely necessary, payment of these resources must be addressed in the cost apportionment agreement. Notification to both the MOBE and DNR IBA is required prior to move of resources.

Other State Resources

When fire districts/departments send replacement firefighters, an Overhead request number shall be issued to the replacement person for tracking and safety purposes. Call expanded dispatch (through the IMT ordering manager) to obtain the “O” number and cross reference with the equipment “E” number.

Beginning this season we have had fire districts complete the following four forms and send originals to us preseason. If the casual says their district has done this, you do not need to complete the forms. However, warn them their payment will not be processed until we have the completed documents in the NE Region fiscal office! All casual hires must complete the following forms at least once each season.

I-9 forms must be completed for ALL casual hires on the FIRST incident each season. We no longer use or accept the small wallet cards indicating the I-9 is on file at the fire district. This form must be certified by a representative of DNR, including IMT members.

The Benefits Worksheet A-1 is new this season! The trigger for completion is if you complete an I-9 you need the Benefit Worksheet also. The form must be completed by all casual hires on the FIRST incident each season. You must have the casual hire complete the form and sign it. The casual hire must receive a copy. However, an unsigned form may be given to the casual hire if a copy machine is not available.

W-4 form and **SSA-1945** (Statement Concerning Job Not Covered by Social Security) must be completed for ALL casual hires on the FIRST incident each season.

If the casual hire tells you they have worked for DNR previously this fire season and completed these forms; or they completed a preseason packet of forms this year with the fire district, you do not need the individual to complete new forms.

Cost Apportionment Agreement & Cost Accounting

The IMT should immediately start tracking the percent of effort by agency jurisdiction by division; this should include Air. Operations must sign off daily. The IMT should keep records of the percent of effort, by jurisdiction, for all shifts on multi-jurisdictional fires. This is the preferred method for apportioning costs to the appropriate jurisdiction.

The FSC will coordinate the preparation of a cost apportionment agreement between all agencies with jurisdiction on the incident. This process should be initiated within 72 hours. The IBA or equivalent with each jurisdictional agency must participate in the decision process. Camp cost approved by the **Pacific Northwest Wildfire Coordination Group (PNWCG)** is **\$125** per person per day.

Cost share incidents will require tracking of all costs in the COST program including accurate completion of the “contracting agency” field. The team should have in place standard I-Suite operating procedures and appropriate personnel for successful completion of I-Suite. On DNR jurisdiction fires, I-Suite should be set up for the coding to default to the DNR accounting codes, including the FMAG code when appropriate.

COST reports must be sent to the IBA, or designee by email or fax (509-684-7484), and Northeast WA Interagency Communication Center (NEWICC) fax @ 509-685-6918 on a daily basis. Specifically, send the report titled, “Agency Category Totals with Agency Assignments”. The COST database should be sent to **Suzanne Thome** at Northeast Region on day three of the incident for region review. The database may be saved to disk and delivered or sent electronically (Suzanne.Thome@dnr.wa.gov).

Acquisition

The Procurement Unit Leader must follow incident agency procurement regulations. The Procurement Unit Leader has the authority to hire at the Wage & Equipment for Wildfire Resources rate. All orders must be placed through the ordering manager to expanded dispatch.

The DNR Kitchen Manager has authority for purchase of food for preparation by the DNR kitchen. Use direct billing accounts for large food orders. Purchasing Cards and A-19s are preferred for the more local incidental purchases. Kitchen bills are to be taken with the kitchen to the kitchen’s home region for payment processing, however, a copy of purchasing logs detailing individual invoice amounts by vendor and credit card should be enclosed in the Finance fire box. DNR kitchens will use DNR potable water trucks, when available, as a water source for preparing food and cleaning in the kitchen area, not bottled water. Recycling is important to the NE Region. Please explore recycle opportunities in the fire vicinity and implement when feasible.

If there is no kitchen or catering service available at the incident, meals may be provided in a restaurant. (See summary of agreements from local restaurants*.) A resource order number is needed. Purchase should be made using an A-19 and containing the resource order number, fire name, and signatures with Request # designation of those eating in the establishment. Meals are only provided to those resources that are staying in camp on their off duty hours. Changes to the WPEA 09-11 agreement for covered DNR employees now says, “When fire safety requires employees to remain at a fire site beyond 7:00 p.m. each employee is entitled to a nutritious meal and to an additional meal for every four (4) hours of continuous work thereafter.” Also see Draft Guideline GL20-001-175*.

Supplemental food purchases are to follow the National Wildfire Coordinating Group Policy * dated March 25, 2003. Costs are not to exceed \$3.00 per day per person and are to be purchased through the IMT Ordering Manager to Expanded Dispatch. Any supplemental purchases which cause expenditures over the allowed \$3.00 per person limit or outside the above policy must be justified and approved by the Agency Administrator. No vitamins or mineral supplements are to be provided.

The Logistics Section Chief (**LSC**) or **FSC** should consult with the IBA or Expanded Dispatch before purchasing items of questionable nature, quantities, or non-expendable equipment and supplies with a useful life past the length of this incident. For example, telephones, garbage cans,

fans, 10 key calculators, etc. It is the responsibility of the incident agency to approve purchases for equipment. It is the responsibility of the Incident Management Team, Expanded Dispatch, and others involved in the ordering process to determine the most cost effective way to acquire equipment necessary for fire suppression activities.

All invoices, receipts, or packing slips for supplies purchased in town or delivered to the incident must be approved by an IMT member. Signature, printed name, date, and the individual's resource order number indicate approval. Invoice number will be given to the Ordering Manager and added to the resource order card and relayed to expanded dispatch.

Property Management

The Incident Agency expects the Incident Management Team (IMT) to place a high priority on property management. The **LSC** must have a written property management procedure. The **FSC** will review property issuance from cache (including gas/oil/etc.), sign out, and return procedures to ensure proper accountability. Separate fuel tickets will be used, not a log, for fuel issuance and deductions will be made from contractor's payments. Fuel tickets will be attached to the OF-286 when deductions are made. If contractors assigned to the incident do not return property items, a system will be incorporated to ensure the value of missing items is deducted from the payment invoices prior to contractor demobilization. The cost of repairs to contracted equipment performed by agency mechanics or by local vendors must be tracked and deducted from the payment invoices. The shop rate for DNR mechanic work is \$67.00/hr.

In addition, special attention should be given to the Northeast Region Dozer/Faller agreement resources on the incident. See agreement summary in the contents section of the incident document box or contact Northeast WA Interagency Communication Center (NEWICC) @ 509-685-6900.

Any resource or property damage must be documented on an Initial Incident Report (IIR). Designators are assigned by completion of an IIR in Incident Reporting Application Database (IRAD) available on DNR SharePoint. If no access to SharePoint, complete a paper copy and contact Suzanne Thome at 509-684-7474. The IMT Safety Officer (or IMT designee) will review and sign all IIR's. Photos, with numbers and description, should be included as part of the supervisor's report *, when possible. The report must be submitted with the IIR.

Claims are **not** to be settled at the incident. The employee, contractor, landowner, etc. must go through the Tort Claims process. Brochures* explaining the process are attached for distribution. Do not give advice on filing a claim. Provide the information about the process, let them decide. Any time you suspect a claim will be filled an IIR must be completed as stated in the previous paragraph.

Special Agreements and Use of Other Agencies

Special agreements such as traffic control, land use (use form approved by AAG on 02/02/2009), or satellite type phones must be reported to the finance section and IBA as well as properly documented to ensure accountability and accurate, prompt payment.

Other State and local agency services that fall within that agency's responsibilities are not reimbursable and shall not be a cost to the incident. Examples are activities such as WADOT providing general traffic control or assistance on State roads or a law enforcement agency providing services/aid within their jurisdiction. Other services related directly to the fire, such as specifically requested personnel or equipment may be eligible for reimbursement. An example would be security for fire camp or aviation resources. If payment is to be made, the resource must be ordered through the IMT Ordering Manager to Expanded Dispatch. A resource order number is to be assigned and shift tickets/**Crew Time Reports (CTRs)** submitted tracking time. Costs of all services are to be included in the COST system.

Compensation for Injury and Agency-Provided Medical Care

When additional medical unit staffing is needed, orders should be placed through the IMT Ordering Manager to expanded dispatch for local resources. IMS Teams have no authority on State jurisdiction and cannot be paid for by the State if on a NE Region incident.

The State does not have agency-provided medical care provisions. All medical care for state agency employees (includes casual hires and correctional inmates) must be processed through the Department of Labor and Industries requirements. Medical care facilities have the proper forms that need to be completed. In addition, an Initial Incident Report (IIR)* and the Supervisor's Report of Injury (OSHA 301) must be completed for all personnel incidents before demobilization and signed by the supervisor on site. The IMT Safety Officer or IMT designee should conduct an investigation when appropriate. Designators are assigned by completion of an IIR in Incident Reporting Application Database (IRAD) available on DNR SharePoint. If no access to SharePoint, complete a paper copy and contact Suzanne Thome at 509-684-7474.

Information Systems Management

No information management equipment (computers, monitors, fax machines, copy machines, printers, etc.) will be purchased, rented, or leased without prior approval from the IBA or Information Technology Coordinator (Marian Long 509-684-7474).

Incident Agency Payments

Washington State Department of Natural Resources (DNR) cannot use AD rates. All casual hire rates are published in the DNR Interagency Wage & Equipment Rates for Wildfire Resources*. Federal AD rates include a formula that compensates for OT. According to the Fair Labor Standards Act (FLSA) DNR must pay OT after 40 hours in a workweek.

Payment provisions contained in the DNR Interagency Wage & Equipment Rates* must be followed.

DNR will honor federal or state agreement/contract prices for resources, excluding sack lunches or meals provided by a restaurant. DNR **cannot** honor the **conditions** of the federal agency agreements/contracts. However, Northeast DNR does have some non-exclusive vendor contract/agreements for sack lunches. Check the summary in the contents section of the incident document box or contact Northeast WA Interagency Communication Center (NEWICC) @ 509-

685-6900, for a list of said vendor and rates. Any deviations from the established rates will be rare. The Incident Commander, Finance Section Chief, and IBA are delegated the authority to negotiate rates.

The point of hire will be the actual point where payment starts or the resource is in our control. If travel is reimbursable, the point of hire is the city/county where the travel started.

The Air Operations Branch Director or FSC is to ensure that all call-when-needed (CWN) aircraft utilized on this incident have a current state or federal agreement. Copies of the agreements will be in the final payment package.

If the Washington State National Guard is deployed to the incident, the FSC will establish a procedure to collect resource times, equipment use, and support documentation for the final finance package. This is needed for Resource Protection Division to reimburse the National Guard.

Department of Correction/Department of Social and Health Services Security staff assigned to the incident shall check in with the planning section and will document their hours on a CTR daily. A DOC or DNR camp liaison must sign and turn in the CTR daily for posting to an OF-288. A Resource Order Number should be obtained for each staff person.

Payroll Documentation

Bargaining Agreements (SEE "Fire Duty Pay Practices Summary 2010") *

The DNR employee bargaining agreements require:

- Specific payment and authorization documentation is required when a represented employee is deployed to a Closed Satellite Camp.
- R&R after 10 days and no more than 14 consecutive days of continuous fire duty away from their regular duty station. Up to 48 hours of travel to and from the fire are excluded in counting consecutive days of fire duty.

Documentation of these situations is required to be supplied to support payroll payment before the employee is released from the fire.

Actual hours worked should be noted on the CTR, not what the employee expects to be paid. Actual breaks must be documented. Payroll will be processed using the bargaining agreement rules for the employee.

The IBA and FSC should discuss the above issues and any other employee bargaining agreement questions at the initial meeting or as the need arises.

Deductions

DNR and MOBE employees may not purchase commissary items through payroll deductions. Cash and personal credit card purchases are allowed.

End of Pay Period Time and Attendance Reports

The FSC will contact the IBA to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period. DNR pay periods end at 2400 on the 15th and the last day of each month. Time and Activity Reports (TAR) as well as the OF-288s (EFTR) (with personnel numbers) are to be delivered or faxed to the DNR employee's home region or division by the IMT to meet agency personnel pay deadlines. For the **2010** season the deadline is by 1200 (noon) on the following dates: June 14 & 29; July 14 & 30; August 13 & 30; September 14 & 29; and October 14.

Law Enforcement

All investigations will be conducted by the assigned investigators and law enforcement officers, and will be coordinated through the DNR Chief Fire Investigator, Dennis Heryford (360) 902-1300.

Other investigations (claims, motor vehicle accidents, etc.) will be completed by the Safety Officer and/or law enforcement or finance personnel assigned to the incident. Agency specific incident reports shall be completed for all potential claims or accidents. A copy of all reports and supervisor's report will be filed in the final box with an IIR (Initial Incident Report) Designator for cross-reference. IIR designators are assigned by completion of an IIR in Incident Reporting Application Database (IRAD) available on DNR SharePoint. If no access to SharePoint, complete a paper copy and contact Suzanne Thome at 509-684-7474.

Closeout

The final Incident Finance Package will be labeled as per the guidelines * and include the following:

- A written narrative that summarizes actions and decisions of the Finance Section Chief, Time Unit Leader, Procurement Unit Leader, Cost Unit Leader and Comp/Claims Unit Leader.
- Written documentation of all negotiated rates and approving signatures.
- Documentation of excess hours worked and approved by the Incident Commander.
- Utilize forms and payment documents as outlined in Chapter 40 of the IIBMh and with attention to the Agency Specific Clarifications document*.
- Do not extend dollars on hand written OF-286 or OF-288.
- All OF-288 forms must include either a social security number for casual hires or a personnel # for DNR employees.

- There must be a CTR or shift ticket to support all entries on the OF-288 and the OF-286, including travel time to the incident. **Division Supervisors (DIVS)** or higher must sign the CTR or shift ticket. Employees may request a copy of a CTR for Closed Satellite Camp documentation for submittal to their payroll office. Timekeepers must transfer comments from CTRs relative to Closed Satellite Camp conditions into the comments section of the Employee's OF-288.
- Do not separate the file copies from the payment documents.
 - ✓ CTRs and Shift Tickets for Crews and Equipment Resources should be placed in the Equipment Use Envelope.
 - ✓ CTRs for Overhead should be stapled to the fire box copy of the OF-288. The OF-228s should be placed in the fire box alphabetically.
- COST reports as identified by the IBA and as required in the Cost Apportionment Agreement.
- A copy of the COST data, with password documented, on CD.
- A list of IMT personnel consisting of Chief and Unit Leader level with their home unit phone numbers.
- Copies of all special agreements and support documentation.
- A narrative on savings accomplished and an analysis of cost efficiencies to the agency administrator and a copy in the finance box. See Cost Containment and Documentation on page 2.
- Written documentation on all outstanding items, unresolved issues, and problems.

Logistic Unit information must be included in the Finance package as follows:

- Any "deals" made for sharing resources, supplying meals, etc. that effect the costs and/or billings of the incident need to be clearly documented, entered in COST and filed with the costs in the Finance Box.
- Copies of all special agreements and support documentation (shift tickets for facilities, sani-cans, dumpsters, traffic control, security, land use, shower, kitchen, fuel trucks, water sources, etc.).
- Fuel truck invoices documenting receipt of fuel (signed by IMT member) and disbursement fuel tickets, logs, etc.
- Any items purchased (medical, phones, supplemental foods, sign boards, office/paper supplies) and not consumed on the incident will be returned to Northeast Region for use on the next incident. Make arrangements through the ordering manager to expanded dispatch for pickup.
- Provide documentation of disposal of excess medical unit supplies and kitchen non-perishable food that is not being returned to NE Region.
- Unit logs or summary notes that document any of the above or items related to reimbursement or non-reimbursement of any resource.
- Provide written documentation on all outstanding items including unresolved issues and problems.
- A summary of all items arranged including but not limited to phones, wash stations, sanicans, dumpsters, rental computers, etc. that you deal with on site. These details are needed when payment is made. (i.e.: Phone service company, contact person, contact number, number of lines, and date turned off.)

TEAM TRANSITION – Back to Region

If there are multiple Incident Management Teams assigned to a fire, a quality transition should occur. We want only one set of records for the incident. The final IMT assigned will conduct close out of all records maintained for the incident.

The IBA will participate in the exit interview of each assigned IMT. The IBA will provide a verbal assessment of commendable performance, things that went well, and things needing improvement. A final critique to the FSC may also be made by the fiscal unit and/or payment team following processing of fire documents to provide information on fiscal and procurement issues.